Approved For Release 2002/06/13: CIA-RDP80-00473A000200020029-1

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MEMORANDUM FOR:

Deputy Director for Administration

FROM

John H. Waller

Inspector General

SUBJECT

Guidance on Monitoring and/or Recording

of Telephone Calls

The ADCI approved the attached draft guidance concerning the subject on 1 March 1977. Please arrange to have it issued as an official Headquarters Notice to all employees.

STATINTL

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John	н	Waller	

Attachment: a/s

Administrativo - Internal Use Only

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1 MAR 1977

## NOTICE

SUBJECT: Monitoring or Recording of Telephone Conversations

No officer or employee of the CIA shall direct, arrange for, permit, or undertake the monitoring or recording of any telephone conversation without the express consent of all persons involved in the conversation. Any deviation from this rule must be approved by the DCI or DDCI. Requests are to be made through the IG.

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STATINTL

E. H. Knoche